

POSITION DESCRIPTION
SOUTH DAKOTA NATIONAL GUARD
FAMILY READINESS PROGRAM
-FINANCIAL COMMITTEE POSITION-
Revised: 3/2013

I. Description. The Family Readiness Group (FRG) Financial Committee will be comprised of a minimum of 8 statutory volunteers serving in an official capacity in direct support of the unit's FRG operations. Of the 8 members, 5 will be voting and 3 will be non-voting members. The number of voting members may be determined by the FRG, but membership must include an odd number of voting members.

A. Non-voting members will be the FRG leader, treasurer, and alternate treasurer. The FRG leader and treasurers will serve in an advisory capacity.

B. The treasurer will also serve as the committee chairperson initiating and monitoring emails, requests, and other committee business.

C. One of the 5 voting members shall serve as the Recorder to ensure all committee meeting details are recorded.

The primary mission of the Committee will be to review and approve proposed FRG expenditures. All expenditures over \$200 will go before the body of the FRG for consideration based on recommendations of the committee; however, the FRG will hold final approval authority through a voting process.

Most of the Committees business can be conducted via email or phone conference, however, face to face meetings may be held based on need as determined by the committee.

For further guidance/support contact Family Readiness at 605-737-6089/737-6310/357-2970 or email at ng.sd.sdarnq.list.frsa@mail.mil

II. Chain of Command/Concern. The FRG Finance Committee will be accountable to the unit commander, Family Readiness Group and State Family Readiness Director or their representatives.

III. Qualifications.

- A. Believe in and support the unit's Family Readiness Group
- B. Good math skills and sound business judgment
- C. Willing to identify poor or unethical business practices
- D. Willing and able to take appropriate training for the position and update periodically
- E. Complete volunteer application process

IV. Major Responsibilities.

As a Committee:

1. Review proposed FRG expenditures and approve prior to FRG making purchases or holding an event where expenses are involved
2. Investigate best courses of action for expenditures and make recommendations to the FRG
3. Prioritize FRG expenditures, if needed
4. Approve volunteer reimbursements prior to payment by the treasurer
5. Help develop and maintain a FRG budget annually
6. Help ensure fundraising and donation guidelines are followed
7. Report Committee and account activity to the body of the FRG
8. Keep the Commander informed of Committee activities and recommendations or in their absence the Rear Detachment.